



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday, 17<sup>th</sup> April 2014 at 6.45pm at St Aldhelm's.

PRESENT:                      Chairman      Mr S. Daykin  
   Vice Chairman      Mr R Fenn  
   Councillors      Mr B. Martin and Mr D. Wright  
   Clerk to the Council      Mrs V Eden

Also in attendance were District Councillor Ann Sevier, District Councillor Roxanne Bellows and County Councillor Edward Heron.

- 14.1 Apologies for absence  
Received from Cllr Stockton and Cllr Maynard
- 14.2 Any declarations of interest by any councillor on any agenda item  
Chairman Daykin expressed an interest in TPO 14/0454 as the tree under consideration was located on his property.
- 14.3 Minutes of Previous Parish Council meeting (20<sup>th</sup> March 2014)  
The minutes of the meeting held on 20<sup>th</sup> March 2014 were read, approved and signed as a correct record.

#### 14.4 Matters to Report

The Clerk provided an update relating to actions undertaken since the last meeting that were not listed as agenda items:

- a) Trout Farm Signage - The Clerk contacted New Forest District Council (NFDC) on 10<sup>th</sup> April 2014 to enquire as to whether the sign at the crossroads was authorised, as villagers had complained about the position of the sign. NFDC responded quickly, advising that they did not believe that it was authorised and would contact Hampshire County Council (HCC) accordingly. The Clerk will provide a further update in due course.
- b) Parish Lengthsman - The Clerk confirmed that the worksheet detailing the tasks agreed at the meeting held on 20<sup>th</sup> March 2014 had been forwarded to Fordingbridge Town Council. As yet the Parish Lengthsman has not been in contact with Cllr Stockton and the Clerk will monitor the situation accordingly.
- c) Internal and External Audit Dates - The Clerk confirmed that the Internal Audit is to be on 30<sup>th</sup> April 2014 and the External Audit is to be on 14<sup>th</sup> July 2014. All dates are now recorded in 2014-2015 Sandleheath Parish Council Log which had previously been forwarded to all Parish Councillors.
- d) Reporting Potholes, Mobile Library Service and Community Grants - The Clerk advised that an email had been forwarded to County Cllr Heron requesting posters for pothole reporting and the Home Lending Library Service. This email also requested further information relating to Community Grants. County Cllr Heron acknowledged receipt of this email.
- e) Developers Contributions - Cllr Wright confirmed that he had attended a meeting on 21<sup>st</sup> March 2014 with the landowners of the footpath on the industrial estate and Nigel Best from HCC. He confirmed that progress was being made in respect of the proposed cycle path. The Clerk also advised that an incorrect article had appeared in the Salisbury Journal relating to the improvements to footpaths in the Sandleheath area but an amended article had then been placed in the following week's addition.
- f) Village Sign - Cllr Wright provided a short report. He advised that he had spoken to a local blacksmith and presented two possible designs for the Parish Council's

consideration. It was agreed that the sign which reflected Sandleheath at the top was the preferred design. The blacksmith was unable to provide a quote at the present time due to his existing work commitments but it was agreed that Cllr Wright should get a quote at the earliest opportunity. Cllr Wright had also approached Mr Gordon Read for a clearer image of the logo. Cllr Martin stressed the importance of having a galvanised sign so that it would be able to withstand all weather conditions. The Clerk also presented a draft request for sponsorship letter and it was agreed that this letter should be distributed to all local businesses.

- g) Change of Signatory Form - The Clerk advised that she required additional information from Cllrs Wright, Daykin, Fenn and Stockton to complete this form so that Cllr Wright could become an authorised signatory for the Parish Council's bank accounts. Cllrs Wright, Daykin and Fenn forwarded the information accordingly and the Clerk advised that she would contact Cllr Stockton in due course.

#### 14.5 Correspondence

The Clerk advised that all matters of correspondence had been forwarded to parish councillors via email but drew the Council's attention to three recent emails that had been received:

- a) It was confirmed that the New Forest Local Plan had been adopted as at 15th April 2014.
- b) County Cllr Heron had forwarded an email asking if Sandleheath Parish Council required any leaflets for flood risk management. After a short discussion, it was agreed that the Clerk would let County Cllr Heron know how many leaflets were required.
- c) Fordingbridge Town Council's Annual Town Assembly was to be held at 7.30pm on 23<sup>rd</sup> April 2014 and Fordingbridge and District Day Centre for the Frail and Housebound's AGM was to be held at 2.15pm on 23<sup>rd</sup> April 2014

#### 14.6 Planning

- a) Planning applications

The Clerk advised that the following applications had been received and that a Special Meeting of the Parish Council would need to be scheduled accordingly:

APPLICATION NO: 14/10503  
TYPE: Full Planning Permission  
SITE: WOODLANDS HOUSE, MAIN ROAD, SANDLEHEATH, SP6 1TD  
DESCRIPTION: 3 houses; 1 bungalow; 3 detached garages; access roads; parking; landscaping; demolition of existing care home  
APPLICANT: Mr Johnston - JJ Acquisitions Ltd

APPLICATION NO: 14/10511  
TYPE: Full Planning Permission  
SITE: 174 STATION ROAD, SANDLEHEATH, SP6 1DS  
DESCRIPTION: Conservatory; porch canopy; timber cladding; re-roof side extension; detached double garage.  
APPLICANT: Mr Price

After a short decision, it was agreed that the special meeting would be scheduled for Thursday, 8<sup>th</sup> May 2014 at 7.30pm at St Aldhelm's.

- b) Decisions taken by NFDC Planning Authority

The Clerk advised that the following decisions had been taken by NFDC Planning Authority:

- i. 14/10108 - Site of Braemere, Sandleheath, SP6 1PR: Granted subject to conditions

- ii. 14/10218 - Old Well Cottage, Rockbourne Road, Sandleheath, SP6 1QE: Granted subject to conditions
- iii. Appeal Ref: APP/B1740/A/14/2211216 - Hurley Farm, Marl Lane, Sandleheath, SP6 1NY: Appeal dismissed

c) Other Planning Matters

The Clerk advised that the following tree works application had been received:

Case Ref: TPO/14/0454  
Proposed Works: Prune 1 Oak and 1 Walnut  
Site Address: Hilltop, Main Road, Sandleheath, Fordingbridge, SP6 1PP

After a short discussion it was agreed to follow Cllr Stockton's recommendation that this case was to be delegated to the Tree Officer.

14.7 Finance

a) Current situation

Current account 4397.80

Deposit account 1308.40

An up to date Financial Statement was prepared and forwarded to the Parish Councillors. This reflected recent interest added to the Deposit Account.

b) To authorise and sign cheques for payment

The following invoices were approved and cheques drawn up accordingly:

- i. HALC: the sum of 36 to cover the Clerk's training costs relating to Basic Planning for Parish Councils undertaken on 27<sup>th</sup> March 2014
- ii. HALC: the sum of 223 to cover affiliation fees and the NALC Levy

14.8 Update relating to casual vacancy

The Clerk advised that NFDC had contacted her on 2<sup>nd</sup> April 2014 to confirm that they not received requests from ten electors for an election to take place. The Parish Council should now co-opt a Member to serve on the Council with the co-option being made as soon as practicable. It was agreed that the Clerk should place a suitable poster on the Parish noticeboard.

14.9 Initial Review of Record Keeping and Internal Controls

The Clerk advised that she had created a draft Risk Assessment and had also started to review existing documentation (i.e. Standing Orders, Financial Regulations and Asset Register) prior to the Parish Council Annual Meeting on 22<sup>nd</sup> May 2014. Cllr Wright agreed to proof read the new documentation prior to it being considered at this future meeting.

14.10 Date of Next Meeting

Parish Council Annual Meeting (formerly AGM)  
Thursday 22<sup>nd</sup> May 2014 at 7.30pm in St Aldhelm's

The Chairman closed the meeting at 7.02pm.